



DES Safety Sub-Committee Meeting Agenda

Date: January 26, 2015

Location: DWR 215-DES (2nd floor), 3500 Industrial Blvd., West Sacramento, CA

Call In: 916-574-1224 - Conference Line

Time: 9:00am- 10:00am

Invitees: Cindy Garcia; Mike Dempsey; Michael Koller; Steve San Julian; Tim Smith; Allan Wong; Scott Waller; Jason Moore; Jeremy Del Cid.

Agenda

1. Safety Moment – Falls (5-Minutes/Cindy Garcia)
 - Falls are the leading cause of death in the workplace. In 2013, there were 294 fall fatalities (284 fall to lower level) out of 796 total fatalities.
 - These deaths are preventable.
 - Falls can be prevented and lives can be saved through three simple steps:
 - Plan ahead to get the job done safely
 - Provide the right equipment
 - Train everyone to use the equipment safely
2. DWR Safety Steering Committee Update (5-Minutes/Cindy Garcia) - major highlights from the 12/3/14 meeting:
 - New Safety Engineer hires – DWR's Safety Officer - Michael Donlon has hired 2 new staff members in his office, DOE has hired 1 person from Caltrans, O&M has made offers on all of their positions (2 in SFD, 2 in SJFD, 1 in SLFD, 1 in DFD, 1 in OFD, and 1 in HQ), Flood had their 1 position filled, NCRO has made an offer, and BDO is going to use the safety tech position classification.
 - Applying code of safe workplace practices department-wide – DWR's Safety Officer is developing a global plan for managing, reviewing, approving, and branding the CSWP's.
 - Evacuation plans - DWR's Safety Office is developing a template so plans are consistent department-wide.
 - Leadership training - Scheduling for the employee safety leadership training will be coming soon.
3. DWR Safety Working Committee Update (5-Minutes/Cindy Garcia) - major highlights from the 12/17/14 meeting:
 - Branded Template Charter is available. Cindy's working on the conversion to the new format.
 - Safety Leadership Training for Employees (handout)
 - Requesting safety assistance - If assistance is needed, ask your Division safety engineer. If your Division is without safety engineers then ask the Safety Office or other Division safety engineers for assistance.
 - When using a DGS vehicle from the garage, give yourself some extra time to inspect it before getting in a driving off. DWR has form 4109 – Preoperational Checklist from the Mobile Equipment Office that can be used to help with the inspection and document your findings. You can find the checklist in the blue binders of DWR pool vehicles or request them from Mobile Equipment. If there is something unsafe about the vehicle you've been assigned, do not hesitate to request a new vehicle and let an attendant in the garage know of the unsafe issue.
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4. DES Sub-Safety Committee follow up
 - Mirrors are installed in the handicap shower stalls in the shower rooms on the first floor.
 - The construction project to build-out the server room on the 1st floor into office space will begin January 19th which is a state holiday. The first phase is demolition of the flooring in the server room and sealing off the door into the former IT Storage Room. Arrangements are being made to have a guard on site. If you have staff working on Monday, alert them that there will be a lot of noise.
5. CSWP - Code of Safe Workplace Practices (handout)
 - Located at: <http://swpsafety.water.ca.gov/> httfety.water.ca.gov/
 - The purpose of the CSWP is to address the hazards common to our type of work; communicate safe work practices and expectations; and provide essential, basic information to keep employees and the public safe while maintaining a secure and healthy workplace.
 - The objective is to avoid accidents through the means of eliminating unsafe working conditions and work practices, and to provide training to all employees.
 - Staff should follow the final versions if applicable to their projects and seek assistance from the DWR & DES Safety professionals with any concerns and/or questions.
6. Other/Open Items (10-Minutes/Everyone)
 - Open Safety Concerns –
 - Scott Waller was added on the CSWP - Hazardous Materials/Waste committee.
 - The loading dock at Vernails is a concern when it goes underwater because when the water receded the dock surface is slippery and there are no handrails. Staff are wearing their PFDs, but there is still a slip, trip, and fall concern.
 - The lower pylon at Mossdale is a concern if staff have access to this point.
 - Cindy sent the group the final draft CSWP 5.7 - working over, work in or near water.
 - DWR's Training Office does not currently offer four-wheel-drive training classes according to Matt Harris, but the last class 11 years ago was coordinated through the San Joaquin field division. I put a call into Christine Clarico for more information about how she coordinated and conducted the class. When I hear back from her I'll share any information at the next meeting.
 - The Jacks that come with some of our vehicles may not be adequate for safely changing a flat tire. I sent Robert Hamilton an e-mail about upgrading the jacks in our vehicles. When I hear back from him I'll share any information at the next meeting.
 - Calling for vehicle assistance does not always produce consistent information. In the e-mail to Robert Hamilton I asked him about written procedures regarding vehicle assistance, and will share any information once I hear back.
 - Staff should add emergency contact phone number's to their vehicles blue books. Tim Smith will send out the template that his group uses.
 - New Safety Concerns -
 - AED Battery Update: Cardiac Science AED batteries expire about 4 years from the initial install date, but these batteries are covered by manufacturer's warranty of 5 years from the date printed on the back of each AED. This is great news because as these batteries die they may be replaced at **no charge** to DWR. Each battery cost approximately \$353 so this could be a huge savings for DWR.



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If the AED shows a low battery, please call Cardiac Science's Technical Support Center at (800) 991-5465. Provide them this account #: 98938, along with this information: **Jacqueline Nelson, Chief, DWR Employee Health Services, (916) 654-0533**. On this call, you will be required to have the AED machine in front of you, as they will talk you through some diagnostic steps. Once a low battery is confirmed by Cardiac Science's technical support team member they will make arrangement to provide a replacement. You should have your replacement battery within a few weeks. Please make sure to instruct them to mail the replacement battery directly to you. If not, it will go to Jacqueline and she won't know who requested it.

Most importantly, pull the AED machine out of service immediately until the low battery has been replaced and notify your Division's AO.

Jacqueline has created a system to identify DWR Cardiac Science AED's and she will track all battery replacements via warranty so please call her after you have contacted Cardiac Science's Technical Support Center for a low battery signal. Also, any orders for new supplies need to be initiated by Jacqueline; contact her directly if you have any questions.

7. Workplace Near Misses, Accidents, Illness, or Deaths (5-Minutes – Cindy Garcia)
 - staff were not trained on how to use the F250 four-wheel-drive equipment in this vehicle so there was an incident where the vehicle was stuck in the mud and staff needed assistance.
 - The new Jeep was on a small levee as it moved forward it slid sideways. The vehicle slid right to the edge of the levee and staff felt if they tried to go any further the vehicle would slide into the slough. They called for a tow, but assistance arrived the vehicle tow strap turned out to be tie-down straps. Prior to heading out make sure the necessary equipment is in your vehicle/boat.
8. DES Safety Messages - Recall that its purpose is to promote occupational safety and health and to inform readers of the purpose, plans and progress of the Department of Water Resources Safety Program.
 - Template, Topics & Instructions
 - Are saved at: S:\Safety\Monthly Safety Messages\TEMPLATE_ Safety Message
 - Authors
 - March – Bryte Lab
 - April – **Tim Smith will ask someone from their staff**
 - May – **Michal Koller**
9. DES Safety Website –
 - review prior to meeting for comments and suggestions. **No updates.**
10. Safety Suggestion Box
 - Suggestion box – one anonymous suggestion was received and for the benefit of all staff within DES it was sent to the proper DWR office for consideration.
 - Email-no messages

Next Meetings

- ✓ February 23, 2015, 9:00am - 10:00am, Room 215-DES Quiet Room, 916-574-1224 - Conference Line.



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Action Items:

- ~ Stand Down Day (Don Guy) – to be discussed during Feb's meeting
- ~ Safety Awards (Donald Guy) – to be discussed during Feb's meeting
 - Set-up guideline for awards
 - Award categories?
- ~ Who from Tim's area will write the April safety message?
- ~ Any word on the 4X4 training class?
- ~ Any word on upgrading vehicle jacks or written procedures regarding vehicle assistance?